NSW Department of Education

JILLIBY PUBLIC SCHOOL

Digital devices and online services plan

Purpose and scope

This plan outlines our school's approach to managing student use of digital devices and online services to ensure safe, responsible and respectful use of these. It covers student use of digital devices and online services in school-related settings, including both school-provided and personal devices and services.

Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments and prepare students for life beyond school.

For mobile phone management, see the Student Use of Mobile Phones in Schools policy.

Definitions

Term	Definition
Digital devices	include laptops, tablets, wearable technology (such as smartwatches and headphones) and other devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services
	For mobile phone management, see the Student Use of Mobile Phones in Schools policy.
Educational purposes	any use approved by school staff that supports student learning, wellbeing and educational outcomes
Online services	include digital classrooms, chat and messaging, online games, virtual reality, interactive online learning activities, social media and other online spaces
School-related settings	include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students, such as excursions and camps. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on

consequences at school and duty of care requires the school to respond once an incident is reported

Our school approach

Using digital devices and online services for educational purposes

Jilliby Public School discourages students from bringing mobile phones/ smart phones to school. However, where parents feel it is necessary for their child to have a phone/watch in their possession at school, it is the responsibility of the student to abide by the appropriate use guidelines as outlined in this document.

● The decision to provide a mobile phone/ smart watch for their child should be made by parents or carers who should be aware that their child is bringing a mobile phone to school.

● Permission for students to have a mobile phone/smart watch at school is contingent on parents and students signing the mandatory "Appropriate Use of Mobile Phones/ Smart Watches at School" agreement which is attached as an appendix to this document.

● It is the responsibility of students and parents to comply with the guidelines outlined in this document and Department of Education (DoE) policy.

● The school accepts no responsibility for lost, stolen or damaged mobile phones/smart watches. This relates to phones at school or whilst travelling to or from school.

For mobile phone management, see the Student Use of Mobile Phones in Schools policy.

Bring your own device program

At Jilliby Public School all students have access to devices when used as a necessary part of the educational journey. The devices used have the appropriate restrictions on them which will prevent inappropriate material from being displayed. These devices are imaged through the Department of Education. There is no need to bring their own device at Jilliby Public School.

Inappropriate use of digital devices and online services

Using mobile phones/smart watches in an inappropriate manner is unacceptable and will not be tolerated. Inappropriate uses of mobile phones/smart watches include but are not limited to:

● Using/having a mobile phone/smart watch out of school bags during school hours;

● Using a mobile phone/smart watch in a way that disrupts the learning environment or interferes with the operation of the school;

● Making calls or sending messages with the intent to bully, harass or threaten another person;

● Using mobile phones/smart watches to take photographs of other people without their consent;

● Using obscene, derogatory or socially unacceptable language while using a mobile phone/watch;

● Using mobile phones/smart watch to receive, download and display inappropriate photographs or other material; and

● It should be noted that it is a criminal offence to use a mobile phone/smart watch to menace, harass or offend another person. The school may consider it appropriate to involve the police.

If students and staff repeatedly engage in activities, using the school's ICT network, that result in copyright infringement then the department may suspend ICT network access privileges.

Guidelines for…

Students:

Students are advised that if they bring a mobile phone/smart phone onto the school grounds during the school day, they and their parents need to complete the Appropriate Use of Digital Devices (Mobile Phones/ Smart Watch) agreement.

- Mobile phones/smart watches should be switched off as soon as students enter the school grounds. Phones/watches must be kept turned off throughout the school day. At the completion of the school day, students are permitted to use their mobile phone/smart watch once they have left the school grounds.

- All mobile phones/smart watches brought to school should be clearly marked with the child's name.

- Phones/watches are to be kept in school bags at all times in a discreet internal pocket for safety.

- If students need to contact their parents during the day, the school's policy is that they do so through the school office.

- Students are not permitted to bring mobile phones/smart watches on school excursions and overnight camps. In instances where students need to contact their parents on such activities, this will be organised by supervising staff.

Parents and Community Members

- Parents/carers are reminded that in cases of emergency, or for any other communication that is necessary throughout the school day (such as changes to pick up routine) the school office remains the vital and appropriate point of contact. Office staff will ensure your child is reached quickly and assisted in any appropriate way. Parents should not contact students directly on their devices whilst they are at school. This includes via call enabled watches and BYOD devices.

- Parents/carers are reminded that they are not to share the personal information of students other than their own without the express permission of their parents. This includes photos of students taken on excursions or at school events.

- At all official school functions, during meetings or when assisting in classrooms, mobile phones should be switched off or put on 'silent' mode.

Medical or wellbeing exemptions to digital device use

Exemptions of this policy can only be approved by the Principal. Applications for exemption should only be requested due to exceptional circumstances and applied for through the school office to the Principal – Jilliby Public School

Exemptions to this plan may apply to some students, and will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

Our communication approach

Students will be informed about this approach through parents and carers.

Parents and carers will be informed:

- through Audiri when required
- on the school website: https://jilliby-p.schools.nsw.gov.au/

References

- NSW Department of Education Legal Issues Bulletin- The use of mobile phones, portable computer games, recording devices and cameras in schools and TAFE NSW institutes.
- Australian Mobile Telecommunications Association – Developing an Acceptable Use Policy for Mobile Phones in Your School.
- https://education.nsw.gov.au/about-us/strategies-and-reports/our-reports-and-reviews/mobile-devices-in-schools
- Digital Citizenship - home

Changes since previous update <optional>

Last updated	Description of changes	Approved by
<10 June 2025>	Created from department policy	D Docherty

JILLIBY PUBLIC SCHOOL

Appropriate Use of Mobile Phones/ Smart Watches at Jilliby Public School Agreement 2025

It is mandatory for all students bringing a mobile phone/ smart watch to school to complete this student/parent agreement form and return it to their class teacher.

Student Name: _____ Class:_____

Student Mobile No (optional): _____

STUDENT AGREEMENT

I have read the Jilliby Public School Appropriate Use of Digital Devices (Mobile Phones/Smart Watches) Policy and agree that:

● When bringing my mobile phone/smart watch to school, I will switch it off as soon as I enter the school grounds. It will stay safely in my bag at all times during the school day. At the completion of the school day, I am permitted to use my mobile phone/smart watch once I leave the school grounds.

● I understand and will abide by all the guidelines for acceptable use of mobile phones/smart watches at Jilliby Public School.

● I understand the behaviours that constitute unacceptable use of mobile phones/ smart watches and will not engage in these behaviours at any time. I acknowledge that if I break the terms of this agreement my phone/watch will be confiscated, my parents will be contacted and I may be banned from bringing my phone/watch onto school grounds.

Student Signature: _____ Date: _____

PARENT/CARER AGREEMENT

I have read the Jilliby Public School Appropriate Use of Digital Devices (Mobile Phones/Smart Watches) Policy and agree that:

● I/we give permission for my child to carry a mobile phone/smart watch at school.

● I/we have discussed the mobile phone/smart watch guidelines and procedures with my child.

● I/we understand the correct process to follow when it is necessary to contact my child during the school day.

● I/we agree to support school policy with regards to mobile phone/smart watch use and agree to support school decisions and actions regarding devices.

Parent/Carer Name (print): _____